

**Water/Wastewater Commissioners’  
Meeting Minutes  
March 15, 2011**

Present: Robert E. Courage, Chairman  
Michael E. Putnam, Vice-Chairman  
Dale A. White, Member  
David Boucher  
Evelyn Gendron

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m. and said that while waiting for the arrival of Mr. Smith and Mr. Berg, the commissioners could begin discussing Mr. Smith’s stated need for an inverted motor to have the capability to adjust the pumping rate. Mr. Jim Young, the Milford Water Department Foreman, was present for tonight’s meeting. Mr. Courage read the email received March 14, 2011 from Mr. LaBranche, Stantec Consulting, which explained the Curtis Well #2 pump motor can be used with variable frequency drives as long as certain requirements are met. Discussion began, with Mr. Smith and Mr. Berg arriving within a few minutes.

**Appointments:**

The Commissioners welcomed Mr. Gary Smith and Mr. Chris Berg, both of Wright-Pierce, shared the information received from Mr. LaBranche, and discussions continued about the best method to obtain longer pump run times at Curtis Well versus turning the pumps off every few hours. Two memorandums prepared by Wright-Pierce, one dated March 14, and one dated March 15, both bearing the Project Number 12221A and the subjects: Curtis Well field – Back-up Well Construction Options, were discussed. Mr. Smith and Mr. Berg explained the three pump and electrical modification and installation options, advantages/disadvantages, and costs, noting the cost reductions. After the options are selected, Mr. Smith and Mr. Berg will provide Commissioner White with simple schedule values; the goal is to have things set in place for the summer.

Commissioner White made the motion to pursue the establishment of Well 2A and when it is certain that this well is operating to Milford’s satisfaction, then Well Pump #2 will be shut down, removed, cleaned and replaced, then Well Pump #1 will be shut down, removed, cleaned and replaced, with Pennichuck Water utilized as is necessary, with the electrical arrangements in place to alternate between Pumps #2 and #2A with the current VFD. Mr. Smith will forward a contract with the new price of \$57,620.00 to the Dennis L. Maher Company and have it returned to the commissioners for signature. Vice-Chairman Putnam seconded the motion. All voted in favor. Mr. Smith will send a letter to the Town of Amherst indicating he had received a verbal, optimal preliminary comment from Mr. Stephen Roy, NH DES.

Mr. Berg assured the commissioners that Pumps 1 and 2 will be operable most of the time, except for between four to five hours to one day, for the tie-in of the 12” line coming off the pumps (an 8” line for Pump 2A).

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Chairman Courage made the motion to approve the Wright-Pierce Agreement for Engineering Services for Curtis Well No. 2 Supplementary Well and Upgrade Concept Plan, consisting of Well Number 2A and for the cleaning of Well #2, electrical and mechanical upgrade and well design, in the amount of \$57,625.50, including the services for test well exploration, well design, permitting, part-time construction supervision, specifications for the well cleaning, wetland shoreland zoning permitting, professional service design, contract solicitation, construction administration, inspections and record drawings. Vice-Chairman Putnam seconded the motion. All voted in favor.

Mr. Young explained floodplain benchmark and control building elevations to Mr. Berg. will send elevation information to Superintendent Boucher. When Square D is on-site and verifies the VFD/design conditions meet the guidelines referenced in Mr. LaBranche's email of March 14, 2011 (i.e., "...certain conditions are met..."), Gary will send an email to the commissioners to explain whether or not he continues has a concern with Mr. LaBranche's wording. Superintendent Boucher said the transducer manufacturing specifications should be followed.

The commissioners thanked Mr. Smith and Mr. Berg for meeting with the Board this evening.

### **Decisions:**

Approval of Final Minutes – Vice-Chairman Putnam made the motion to approve the minutes of the meeting held February 1, 2011 as amended. Commissioner White seconded the motion. All voted in favor.

Water Utilities Billing Clerk Back-up – Superintendent Boucher will speak with Chief Frank Fraitzl.

Water Utilities Budget Line Item – Supply System Expenses, Architects & Engineers – Chairman Courage said that the cost of the \$57,625.50 Wright-Pierce Agreement for Engineering Services for Curtis Well No. 2 Supplementary Well and Upgrade Concept Plan was not anticipated during the 2011 budget preparation, and that a reassessment of priorities in this economy is in order. In the 2011 Water Utilities Operating Budget for Account 66202-531000 Supply System Expenses, Architects and Engineers, the \$80,000.00 earmarked for the USGS Model for the Trombly Well Site would be better prioritized for the Curtis Well upgrade, and that the funds could be replaced at a future time drawing from the Capital Reserve. He didn't recommend depleting the Capital Reserve Fund now to move forward now on this Curtis Well project. Chairman Courage made the motion to put "on hold" the original plan to spend \$80,000.00 for the USGS well site model this year in order to pay this Wright-Pierce Engineering Service Agreement in the amount of \$57,625.50 from the 66202-531000 budget account to lessen the amount that would have to be withdrawn from the Water Capital Reserve Account, and to utilize the balance of this account for the Curtis Well project. Following brief discussion, Commissioner White seconded the motion. All voted in favor.

Sewer Abatement Request – 11 Osgood Road - Upon discussion of the circumstances of the vacant 2<sup>nd</sup> story residential water pipe break, usage and past billing history for this residence, Vice-Chairman Putnam made the motion to approve this abatement request in the amount of \$194.31 for water which did not enter the sewer system. Chairman Courage seconded the motion. All voted in favor.

Prior Sewer Abatement Approval – 53 Oak Street – During the meeting March 1, 2011, the motion made by Vice-Chairman Putnam to abate the bill in its entirety for this residence was unanimously approved, amounting to \$8,015.28. Upon explanation by Superintendent Boucher of the circumstances surrounding the need to account for the interest accrued, and that the letter had been sent citing that the interest had been deducted, Chairman Courage made the motion to rescind the March 1, 2011 motion to approve the abatement in the amount of \$8,015.28 as billed. Vice-Chairman Putnam seconded the motion. All voted in favor. Commissioner White made the motion to approve the abatement for this residence in the new amount, less interest, amounting to \$6,677.77. Vice-Chairman Putnam seconded the motion. All voted in favor.

Reimbursement Request – 21 Mayflower Drive – Superintendent Boucher explained the letter received from the resident who had experienced damage to his property due to a water main break in the street that occurred at the corner of his property, which slopes down from the road. In the last paragraph of the letter, the resident indicates that the “pipes are over 10 feet down”, which Mr. Boucher said is not the case; the pipes are five feet down. He said that the Town’s insurance would not cover his claim because there was no negligence on the town’s behalf, that the frost was “an act of God”. Mr. Boucher said the pipes were aged to the point that they were bound to fail; there were large stones found in the backfill on the pipe, commonly used 50 years ago. Photographs were taken, the Collection System crew responded immediately, and cleaning crew was on-site the following day, Mr. Boucher said, and cited damages to the property and that since the resident’s insurance company has made a partial payment, he is seeking reimbursement of \$1,000.00. Commissioner White said this is why the town carries insurance, and the town’s insurance company should deal with the resident’s insurance company. Vice-Chairman Putnam commented that the backfill is the town’s responsibility, and that the decision that this was not an “act of God” since the water main had been put in by the developer the town hired and the town bought the stone used for the backfill. Chairman Courage said the town did not have a full-time inspector at the time the road had been backfilled, something that he said he always felt was necessary when something was put into the ground. Vice-Chairman Putnam made the motion to table this matter to give Mr. Boucher the opportunity to make this resident “whole” with the town’s insurance company, since the town’s insurance company should pay the damages sought by the resident. Superintendent Boucher said he doesn’t know what additional information he could give to the town’s insurance company representative. Mr. Putnam said he should tell the town’s insurance representative that the Board of Water and Sewer Commissioners unanimously feel that, with the combined years of experience with this type of work, the damage to this residence was not due to frost or an act of God.

2011 – 2012 Selection of Chairman, Board of Water and Sewer Commissioners – Commissioner White made the motion to re-elect Robert Courage as Chairman of the Board of Commissioners, with Michael Putnam re-elected as Vice-Chairman of the Board of Commissioners, as the current slate of officers was working well. Both men accepted. Vice-Chairman Putnam seconded the motion. All voted in favor.

### **Information Items**

Informational Letter – 79 Ponemah Hill Road - Superintendent Boucher said the Billing Clerk noticed in a newspaper advertisement to sell this property that it was “on town sewer” and well water, although this property had never been billed for sewer (since 2003 construction). A meter will be installed to allow for future sewer billing. The commissioners are pleased that this oversight is being corrected.

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Activity Report - Reviewed by the Commissioners.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher asked that Chairman Courage return at his convenience upon review of the contract received and emailed to the commissioners regarding the septage receiving facility, as he would be sending the original contract to Nate Carmen, Chairman of the Board of Selectmen. Mr. Boucher would like to forward this signed contract to the NH DES.

Mr. Boucher reported that he received updated node maps and Lincoln Street maps, and is awaiting updated water pipe inventories from Stantec Consulting. A clarifier motor is on order. The conduit project in the WWTF basement is 80% complete. He will meet with Mr. LaBranche from Stantec Consulting next Tuesday regarding how copper will be treated and whether any septage receiving facility design changes will be needed.

Mr. Boucher stated he has concerns about the cleaning of the Curtis Wells with respect to how silt will be handled, since he suspects that the problems experienced now is relative to the water table. Commissioner White asked Mr. Boucher to request that Gary Smith produce a letter as to the procedure he will follow prior to undertaking the cleaning of the wells and to have some kind of a confirmation that the procedure will work.

Commissioner White inquired about the status of the sewer rate study. Mr. Boucher said that Table 1 is complete, and that Table 2 is being worked on.

Commissioner White said that there are several projects coming up, like the Curtis Well #2A, the Union Street Water Main Replacement Project and the Sanitary Sewer System Rehabilitation, and the Septage Receiving Facility. As some work will be performed by in-house personnel, Commissioner White asked if Superintendent Boucher is confident that the routine maintenance issues will still be taken care of. Mr. Boucher said yes, the staff can control when certain projects begin and unless something major breaks, the staff can handle the routine issues. The sewer project will be handled by two outside companies, with the Collection System Foreman acting as the inspector as he has done in the past. Flaggers will not be needed for the side street projects and very little digging is anticipated, although the condition of the sewer is not yet known. Chairman Courage said that since the installation of the Union Street water main will be a new experience for Superintendent Boucher, the commissioners should meet with the Superintendent and the Water Foreman to go over the game plan and to avoid doing service connection work that is not essential to the project. This same game plan approach occurred prior to the Lincoln Street water main project.

**Non-Public Session (RSA 91-A:3,II(a & d)) Personnel and Land Acquisition** – At 8:30 p.m. the Commissioners entered into Non-Public Session by unanimous vote. No announcements were made upon exiting from the non-public session at 8:50 p.m.

**Future Appointments/Meetings:**

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, March 29, 2011 at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

A motion to adjourn the regular meeting was made by Vice-Chairman Putnam at 8:50 p.m. Commissioner White seconded the motion. All voted in favor.

Respectfully submitted,

Evelyn B. Gendron

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Robert E. Courage, Chairman

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Date

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Michael E. Putnam, Vice-Chairman

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Date

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Dale A. White, Commissioner

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Date